

Purpose:	To support the forming of new groups.
Core duties:	To talk to members with ideas for new groups, help develop ideas, and explain responsibilities of running a group. This should include: Venue and risk assessment; cost implications (e.g. hire of premises/equipment); minimum and maximum number of members to be admitted to group; day and time (liaising with any other group being held at the same time).
	Issue a copy of Guidance Notes to prospective new Coordinators.
	Prepare proposal for submission to the Executive Committee. Once proposal approved publicise in Bulletin.
	Help get new groups started - dealing with enquiries from members about new groups; keeping prospective coordinators informed of interest; supplying them with the names and email addresses of all those interested; arrange induction of new coordinators.
	Set up proposed group on Beacon (as 'inactive'), enter up the names of interested members.
	Once proposed group appears viable with first meeting planned, liaise with Beacon Admin and Website Manager to set up coordinator with login details to Beacon and page for the group on the website.
	Liaise with Groups Coordinator, Beacon Administrator and Website and Bulletin Managers
	Update content of 'New Groups' webpage.
Other possible activities:	As arising
Skills and experience required:	Good organiser, Good communicator
Role exclusions:	Maintaining Beacon on behalf of coordinators
Approx time Commitment:	2 to 3 hours a week on average
Accountable to:	Chair and other EC Members

Agreed role responsibilities will depend on new person's capabilities and competencies.